EXECUTIVE SECRETARIAT
ROUTING SLIP

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI		X		
2	DDCI				
3	EXDIR		X		
4	D/ICS		X		
5	DDI				
6	DDA	X			
7	DDO				
8	DDS&T		X		
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/Pers				
14	D/OLL				
15	D/PAO				
16	SA/IA				
17	AO/DCI				
18	C/IPD/OIS				
19	NIO				
20	D/OIS/DA		X		
21					
22					

SUSPENSE _____
Date

Remarks
To # 6 & 20: Pls comply with Para IV Recommendation contained in enclosure.

STAT

3 May 85
Date

3637 (10-81)

GSA	General Services Administration	Information Security Oversight Office	Washington, DC 20405	Executive Registry
				85- 1795

7 MAY 1985

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April 29, 1985

Honorable William J. Casey
Director
Central Intelligence Agency
Washington, DC 20505

Dear Mr. Casey:

The Information Security Oversight Office (ISOO) was established under Executive Order 12065 and continues to function under Executive Order 12356. Sections 5.2(b)(2) and (4) of the Order authorize the Director of ISOO to oversee agency actions to ensure compliance with the Order and its implementing directives and to conduct on-site reviews of the information security programs of executive branch agencies that generate or handle classified information. To comply with the Order's requirements, Harold Mason of ISOO's staff conducted a review of the information security programs in the Office of Research and Development, Deputy Director for Science and Technology and the Intelligence Community Staff on February 26, 1985.

Mr. Mason examined several aspects of the programs at the Central Intelligence Agency (CIA) including, among others, classification, safeguarding, and security education. The results of the inspection are contained in the enclosed report. Mr. Mason found the offices visited in the CIA to be in compliance with the Executive Order and implementing ISOO Directive No. 1. The report includes one recommendation which ISOO understands is in the process of being implemented.

I appreciate the cooperation and support provided Mr. Mason during the course of his inspection. The personnel interviewed were cognizant of their responsibilities under the Order and appeared sincere in their desire to maintain an effective information security program. If you have any questions on the enclosed report, please do not hesitate to contact me.

Sincerely,

STEVEN GARFINKEL
Director

Enclosure

cc: Anthony Frasketi

Report of Inspection by the
Information Security Oversight Office of the
Intelligence Community Staff and the
Office of Research and Development, Deputy Director for
Science and Technology, Central Intelligence Agency

I.   General

On February 26, 1985, Harold Mason, Information Security
Program Analyst, Information Security Oversight Office
(ISOO), inspected the information security programs in the
Intelligence Community Staff (ICS) and the Office of
Research and Development (ORD), Deputy Director for Science
and Technology (DDS&T), to determine their degree of
compliance with Executive Order 12356 and ISOO implementing
Directive No. 1. ISOO's inspection continued to concentrate
on safeguarding procedures, security education, and marking
procedures. [_____] Classification Officer,   STAT
Information Management Branch, coordinated the visit with
the CIA offices and accompanied Mr. Mason on the inspection.

II.   Findings

    A.   Classification/Marking

        All documents reviewed by Mr. Mason were properly
        classified and portion marked. Classification actions
        taken in ORD are reviewed by a second party as a "check
        and balance" system, because it is imperative that all
        information be properly classified and marked. In his
        review of the offices, Mr. Mason did not observe an
        original classification decision. In ORD and ICS
        portion marking practices are excellent. ICS reports
        are generally a synthesis of information derived from
        meetings and source documents. Derivative
        classification decisions are usually based on the CIA
        classification guide.

        Sections 2001.20 through 2001.22 of ISOO implementing
        Directive No. 1 outline the proper procedures for the
        application of derivative classification markings
        whenever documents are classified derivatively on the
        basis of source documents or classification guides.
        Mr. Mason noted a lack of consistency in some ICS
        documents. The following are examples of markings used
        on similar type reports:

        1.   "Classified by:_____
              Declassify:_____
              Derivatively classified by:_____"

2

2.   "Derivatively classified by:_____
       Declassify:_____
       Derived by:_____."

Reports or studies produced by the ICS are often widely
disseminated and used as a basis of further derivative
classification. It is important that the markings be
consistent. The staff seemed most anxious to resolve
this problem. Mr. Mason provided them with an ISOO
produced "Marking" handbook, and training sessions will
be scheduled utilizing an ISOO produced slide/tape
presentation on marking procedures.

B.   Safeguarding

The protection of national security information,
sources, and methods is an ongoing program. No
deficiencies were detected in any of the areas visited.

C.   Security Education

The areas visited do not have individual training
programs. Most of the training is provided by the
Office of Training. Individuals are provided any
additional training needed and attend various training
courses.

III. Conclusion

The Office of Research and Development and the Intelligence
Community Staff are in compliance with Executive Order 12356
and the ISOO implementing Directive. Implementation of
ISOO's recommendation will further enhance the information
security program of the ICS.

IV.   Recommendation

Provide ICS personnel with additional training on marking
procedures.